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MANAGEMENT COUNCIL NEWSLETTER

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A summary of significant events of
interest to USDA management

FEB 14 '79

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USDA, TREASURY AND LABOR DEPARTMENT OFFICIALS PLAN TO MEET WITH PUBLIC
PRINTER TO DISCUSS RESPONSIVENESS OF GPO PRINTING SERVICES.....Meeting with
Public Printer to be scheduled after GPO's budget hearings. Will discuss
prices, quality and timeliness of printing services provided. Objective
is to iron out current difficulties in system. Results of meeting will
be reported to Management Council. (Contact: J.P. Bolduc, SEC, ext. 73291)

OO TO PARTICIPATE IN FEDERAL AGENCY NONAPPROPRIATED FUND PROCUREMENT
STUDY GROUP.....Study of procurement payable from nonappropriated funds
required by P.L. 93-400. Will also cover measures instigated to administer
and police nonappropriated fund operations such as military clubs and the
PX system. Nonappropriated funds have previously received little scrutiny
because not authorized by law or controlled through appropriation review
process. Office of Federal Procurement Policy to spearhead effort with
DOD having lead agency responsibility. (DOD manages 90% of all nonappro-
priated fund activities.) OO will participate as part-time member because
USDA has few nonappropriated fund activities. (Graduate School is largest
and perhaps only one that will be covered by study.) No USDA program
activities are involved. Results and appropriate recommendations of study
scheduled to be reported to Congress no later than August 30, 1976.
(Contact: Art Langer, OO, ext. 77527)

FEDERAL BUILDINGS FUND (STANDARD LEVEL USER CHARGE) BEING STUDIED... .
GSA's new administrator concerned with problems surrounding fund. Has
established informal advisory group consisting of 3 Assistant Secretaries
for Administration (J. Clarke, Interior; W. Brecht, Treasury; J. P. Bolduc,
USDA) and 2 Administrative Services officers. Also, sent questionnaires
to selected USDA Agencies soliciting their comments and suggestions for
improvement. These two actions indicate that our past efforts to develop
an interchange between USDA Agencies and GSA are beginning to payoff.
(Contact: Bill Roth, OO, ext. 75225)

SCS WORKING WITH THE DEPARTMENT TO OBTAIN EQUIPMENT TO ESTABLISH AUTO-
MATED SYSTEM OF GATHERING DATA ON SNOW PACK (SNOTEL) IN THE 11 WESTERN
STATES UNDER THE SNOW SURVEY PROGRAM.....Computer terminal equipment for
those states and a mini-computer, to be located in Portland, Oregon, have
been purchased. Remote sensing equipment has been installed at 160 of
the 500 snow data sites. Request for Proposals for the communications
system for 160 sites was issued January 27, with a closing date of March 25,
1976. A pre-bid conference was held February 10. (Contact: Wayne Maresch,
SCS, ext. 72241)

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USDA'S J. P. BOLDUC TO PROVIDE 3 MANAGEMENT PRESENTATIONS FOR AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (ASPA) NATIONAL CONFERENCE, APRIL 19-22....

- Survey of management systems in 10 Departments. Examines legislative and program objectives, budget, accounting, ADP and personnel management functions within each Department by: 1) defining them relative to use, supporting disciplines utilized, functions contributing to success, 2) organizational accountability of functions and relationship to Assistant Secretary for Administration and 3) program/staff support relationship and interface used to achieve program goals.
- Explanation of USDA's Total management system with John McGruire, FS, covers functions surveyed above: 1) emerging as unified/centrally directed tool, 2) effectively using management resources and stimulating teamwork, 3) necessary improvements and adjustments made during initial 1975 year and 4) 1976 plans.
- Executive officer discussion panel, chaired by Mr. Bolduc. Topic is virtues of centralizing versus decentralizing management systems to achieve effectiveness.

Both members and non-members of ASPA wishing to attend Workshop presentation should call in advance: Tom Ward, OMF, ext. 75301. Presentation will run from 8:30-10:00 a.m. on Thursday, April 22 at Sheraton Park with free admission.

OEO INFORMATION DESK.....

- American Bankers Association survey indicated that more loans were made to minority businesses by U.S. banks in 1974 (21K vs. 18K in 1973), but average size of each loan declined (\$17.5K vs. \$21K 1973). Result is aggregate amount of loans declined. Situation possibly caused by bankers' desire to meet financial needs of as many minority businessmen as possible.
- Federal deposits in minority banks declined by \$1.7M - \$72.2M in June 1975 vs. \$73.9M in June, 1974, but total deposits more than tripled since 1970. President Ford indicated that cutbacks in some government programs caused decline, and urged agencies to examine new approaches, consistent with good cash management, to further program of keeping deposits in minority banks. (Contact: J. Fred King, OEO, ext. 77117)

REMOTE SENSING OFFICE PROPOSED.....Dr. Paarlberg: 1) will represent USDA for all extra-departmental hearings or meetings and task groups requiring USDA participation; 2) coordinate all USDA activities on Remote Sensing. USDA may set up an office for this purpose. (Executive Summary, January 30, 1976)

SECOND QUARTER REBATES WILL BE REFLECTED IN JANUARY BILLINGS FOR THE FOLLOWING COMPUTER CENTERS.....WCC-\$600,000; NOCC-\$483,000; and KCCC-\$376,000. (Contact: R. Long, ADS, ext. 74789)

ADS REVIEWING PROPOSAL FROM OFFICE OF TELECOMMUNICATIONS POLICY TO ESTABLISH A PACIFIC TELECOMMUNICATIONS CONFERENCE.....Would convene annually for discussions ranging from specific to general and from immediate to futuristic. (Contact: R. Head, ADS, ext. 77543)

DID YOU KNOW THAT.....

- USA's Agriculture is based on less than 3 million farms.
- 753,000 of these farms (over 26 percent of all farms) sold less than \$2,500 worth of farm products per farm.
- 488,000 (17 percent) sold farm products worth \$2,500 to \$5,000.
- 262,000 (9 percent) sold farm products worth \$5,000 to \$10,000.
- 1,341,000 (47 percent) sold farm products worth more than \$10,000. Of these farms, 446,000 had sales totaling more than \$40,000.

(Fact Book of U.S. Agriculture, to be published in March 1976)

OA, FmHA SHARE INFORMATION AT AGENCY MEETING ON FEBRUARY 7 AND 8..... Following OA meeting timed to tie in with FmHA invitation, OA Director and Regional Directors attended a meeting of FmHA State and District Directors. Formal and informal cross communication between the groups responsible for working together at the program delivery level was excellent. OA's formal presentation included much of information OA presented to the Management Council at Gettysburg:

- Getting managers to follow through on results of audit survey rather than require fully documented audit.
- Taking corrective action areawide or nationwide rather than only within specific problem area reported.
- Taking prompt action to correct problems before they become an embarrassment.

(Contact: B.F. Robinson, OA, ext. 77671)

OA REVIEWS PAST AUDITS TO SEE HOW WELL AGENCIES HAVE FOLLOWED THROUGH ON CORRECTIVE ACTIONS THEY AGREED TO TAKE..... Covers major audits of last 5 years. Will look at recommendations agencies did not agree to, reassessing the initial finding and agency response to see if the matter warrants further attention. Results of reviews will be reported to, and resolved with, Agency Administrators and Assistant Secretaries. (Contact: D. J. Nelson, OA, ext. 75907)

OI INVESTIGATIONS COOPERATION REMINDER..... It is requested that you inform your employees at all levels that they are required to cooperate in all official OI investigations and that this cooperation includes furnishing signed statements when requested by OI Special Agents. (The only exception is that an employee is not required to answer questions or furnish information where it would tend to incriminate him to do so.) Title 8 of the Administrative Regulations and Appendix 1 of the USDA Employee Handbook are being revised to specify this requirement. (Contact: J. V. Graziano, OI, ext. 73306)

CSC PROPOSES THAT CLASSIFICATION STANDARDS ADVISORY BOARD (COMPOSED OF 5 UNION MEMBERS AND 5 AGENCY MEMBERS) BE ESTABLISHED..... Would furnish advisory input to the CSC on classification matters and policies. There has been considerable opposition by almost all agencies including USDA to this committee because: 1) would add additional "Red Tape" layer, 2) have negative impact on small independent unions and supervisory and professional organizations and 3) formal machinery for reviewing board recommendations would have to be established. (Contact: August Seeger, OP, ext. 76955)

FORMS AND REPORTS REDUCTION CAMPAIGN REMINDER..... Reports of Campaign accomplishments for January, 1976 are due in OMF by Monday, February 22. Send them in on time, so we can publish the results in our next issue of the Newsletter. (Contact: Pete Doyle, OMF, ext. 75725)

SECRETARY BUTZ NOMINATES J.P. BOLDUC TO BE NEXT ASSISTANT SECRETARY FOR ADMINISTRATION..... Mr. Bolduc will occupy position on acting basis until the White House moves on nomination. (Contact: V. Brown, OP, ext. 73641)

PAUL A. THEIS NAMED DEPUTY UNDER SECRETARY OF AGRICULTURE..... New Deputy Under Secretary for Congressional and Public Affairs will concentrate on improving USDA's response to requests for legislative reports. Under Secretary will follow-up directly with agencies not submitting legislative reports by deadline. Paul served as White House executive editor. Former Washington newsman, served as director of public relations for the National Republican Congressional Committee for 14 years. Graduate of University of Notre Dame and Georgetown University, married, and one child.

(Contact: C.R. Hanna, OMF, ext. 76111)

MANAGEMENT COUNCIL HIGHLIGHTS OF FEBRUARY 12 COUNCIL MEETING.....

... Joseph Wright, Jr., Assistant Secretary for Administration, left USDA to head up a corporate unit of the First National City Bank of New York on February 15. The objective of the corporation is to expand into the department store and gasoline retail credit card area in the next year and attempt to make the initial purchase a direct bank billing point. Good Luck! In his farewell address, Joe left the Council with following evaluations, comments and challenges:

- Effectiveness of Council evident to Secretary Butz. He supports it and recognizes key role played in changes made in Office of Secretary.
- Communications between staff offices and agencies improved through Council's constructive point of view.
- Problems facing Council are compounded by fast growth and diverse areas of concern each agency faces.
- Council's continued input vital to success of staff office programs already initiated.
- Need to shift from reaction group to initiating group.
- Need to explore interagency support and information exchange instead of limiting effort to staff offices.

... Agencies reminded to validate printouts showing number of telephones. It is basis for billing agencies. Some Council members reported significant printout errors. Corrections thus far reported should save USDA about \$66,000 (out of potential \$270,000) per annum.

NEXT MANAGEMENT COUNCIL MEETING SCHEDULED FOR FEBRUARY 27 AT 2PM IN ROOM 218-A